

**DIRECTOR OF
BUSINESS ASSISTANCE AND HOUSING**

DEFINITION:

Under administrative direction of the City Manager, administers, plans, and implements the economic development, redevelopment, and housing activities of the City and the Redevelopment Agency; performs related work as required.

CLASS CHARACTERISTICS:

This is a department director position, with full responsibility for managing the activities of the department through subordinate professional staff. Successful performance of the work requires the ability to independently implement and administer the policies and goals of the Redevelopment Agency and the City's economic development program and housing services.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

REDEVELOPMENT:

1. Plan, organize, coordinate and directs the day-to-day administration and operations of the City's redevelopment program including land acquisition, project planning, development and management.
2. Organize and attend all meetings of the Redevelopment Agency.
3. Prepare and implement the Redevelopment Agency's annual budget and work program.
4. Monitor the updating of project area tax assessments by the County Assessor's Office.
5. Review all proposals within the project area as to feasibility, including market opportunity, economic factors and physical relationships of each proposal.
6. Assist with negotiations with persons or firms for the purchase, sale and redevelopment of lands in the redevelopment project area.
7. Advises and makes recommendations to the Executive Director of the redevelopment Agency on all matters relating to RDA functions.
8. Coordinate the Redevelopment program with other City's programs and departments.

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IMPORTANT AND ESSENTIAL JOB FUNCTIONS (continued):

ECONOMIC DEVELOPMENT AND HOUSING SERVICES:

1. Direct staff working with industrial Realtors, and other agencies to coordinate activities aimed at obtaining necessary requirements for new development prospects.
2. Direct staff that prepares marketing brochures showing trends in tax rates, labor supply, transportation, public utilities, cultural environment, and available markets.
3. Confer with government officials to affect changes in local policies or ordinances to encourage new development.
4. Direct staff and others responsible for business attraction and retention.
5. Direct staff that assists in facility location by providing information on zoning, methods of financing, sites and equipment.
6. Prepare correspondence and answers specific requests for information.
7. Select, evaluate and assign work to department personnel and provide for their training and professional development.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. May serve as Acting City Manager in City Manager's absence.
2. May serve as Acting Executive Director of the Redevelopment Agency in Executive Director's absence.
3. Performs related work as required.

QUALIFICATIONS:

Knowledge of:

1. State of California Redevelopment Law.
2. Federal and state grant regulations and private sector development techniques.
3. Tax increment financing.
4. Economic, industrial and commercial development.
5. SBA Loans and CDBG grant programs.

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Knowledge of (Continued):

6. Principles, practices, of administration and budgeting.
7. Research methods and the source of information pertaining to economic development and business retention.
8. Economic development planning relating to City growth, land use, circulation, site planning and urban design.
9. Real estate development and financing.
10. Evaluation and analysis of pro forma.

Skill in:

1. Preparing comprehensive reports with clarity and accuracy.
2. Making verbal reports and presentations at public meetings.
3. Developing, implementing and interpreting policies, procedures, goals, objectives and work standards.
4. Providing strong administrative, fiscal management and policy analysis.
5. Negotiating projects and real estate transactions.
6. Preparing and analyzing planning studies.
7. Use of computer applications.
8. Supervision and direction of assigned staff.

Ability to:

1. Exercise sound independent judgment within general policy guidelines.
2. Establish and maintain effective working relationships with City officials, City staff, business representatives and other governmental agencies.

JOB REQUIREMENTS:

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.

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OTHER QUALIFICATIONS:

1. Graduation from a four-year college with major course work in business, economics, public administration or urban planning.
2. Five years experience involving the formulation, presentation and implementation of economic development and redevelopment programs. Exposure to planning, building, housing, and land development is highly desired
3. Master's degree in Public Administration or a related field desired.

MACHINES/TOOLS/EQUIPMENT UTILIZED

1. Automobile
2. Reports, forms, pencils and pens
3. Computer monitor, keyboard and printer
4. Copy machines
5. Fax machine
6. Calculator
7. Telephone
8. Presentation materials

PHYSICAL DEMANDS:

1. Mobility
2. Speaking/Hearing
3. Seeing
4. Sitting
5. Manual dexterity
6. Driving
7. Lifting and carrying up to 10 lbs.

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 70% of the time
Travel: varying conditions, 30% of the time
2. Noise level: conducive to office setting
3. Lighting: conducive to office setting
4. Flooring: low level carpeting
5. Ventilation: provided by central air conditioning
6. Dust: normal, indoor levels

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ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Field Conditions:

1. Outdoors: varying weather conditions
2. Noise level: varying low to high equipment noise
3. Flooring: grass, gravel, dirt, rock, asphalt, etc.
4. Dust: normal outdoor, to high outdoor levels
5. Hazards: surveying sites in all the various stages of construction, including developed and undeveloped properties